

## **YWCA UNION COUNTY JOB DESCRIPTION**

This job description is a broad outline of the responsibilities and duties of the Court Advocate and will be amended as needed to meet the program priorities of the YWCA Union County and their ensuring work requirements. It should not be construed as a contract.

**JOB TITLE:** Court Advocate

**STATUS:** Full time, Salaried

**RESPONSIBLE TO:** Director of Community Support Services

**QUALIFICATIONS:**

BA/BS or equivalent. Must have a knowledge and sensitivity to the problems of domestic violence, criminal justice, administrative experience, and a commitment to women's empowerment and the eradication of racism. Bilingual skills required.

**GENERAL RESPONSIBILITIES:**

At the direction of and in collaboration with the Director of Community Support Services, carries the responsibility for the oversight and development of the Court Advocacy Program. This includes but is not limited to the following:

- Responsible for the overall management of the Court Advocacy component of the YWCA's program, which includes oversight of the program, maintenance, and development.
- Responsible for ensuring the following services are provided to victims of domestic violence in court: increase the victim's ability to make educated decisions about their options, assist them in obtaining restraining orders, explain the legal process, increase the victim's access to community resources.
- Ensures that the public and other service providers are aware of the YWCA Union County.
- Responsible for maintaining funding sources, including coordinating with the Director of Development application writing, report preparation, providing monthly statistical and quarterly reports to funding source, acting as a liaison with contract monitors, and assuring that required levels of services are maintained.
- Collaboration with the Director of Community Support Services to ensure that the program is directed by agency goals, priorities, mission and philosophy.
- Assist in providing technical assistance and/or training to volunteers, police officers and other community groups, as needed.

**SPECIFIC DUTIES:**

- Administration activities include: develop and implement program design, policies and procedures, implement goals and objectives, ensure program coverage, design and implement program outcomes, and submit monthly reports as required.
- Accompany victims into the courtroom as needed. Provide information and referrals including emergency shelter and counseling and other YWCA Union County and community services.

- Meets with, assesses, and counsels victims who return to court on a walk-in basis to dismiss restraining orders. Assists victims with completion of affidavit for Dissolution/Modification.
- Develops and maintains a positive working relationship with staff members at Family Court, Union County Prosecutor's Office, Office of Victim Witness, lawyers, and local law enforcement officers.
- Keeps abreast on all aspects of family law as it relates to domestic violence including but not limited to divorce, custody and visitation.
- Participate in supervisory meetings with the Director of Community Support Services as scheduled.
- Attend monthly staff meetings.
- Attend client case review meetings when necessary.
- Represent the YWCA on external committees, such DV Working Group.
- Other duties and responsibilities as needed and directed

### **The Mission of the YWCA**

The YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

### **YWCA Union County Core Values**

**Commitment** to the mission and working together for the well-being of the community

**Integrity** in relationships, practices, and decisions.

**Respect** for each one's roles, diversity, and viewpoints.

**Compassion** in understanding, attitude, and action.

**Empowerment** to create positive choices, recognize potential, and reach goals

**Excellence** in practice and expectation.